



TOWN OF MASHPEE

APPLICATION FOR A LICENSE TO CONDUCT A RECREATIONAL CAMP FOR CHILDREN

Name of Camp: _____

Site Address: _____

Site Telephone: _____ Email Address: _____

Name of Camp Owner: _____

Office Address: _____

Telephone No: _____ Social Security Number or Federal ID: _____

Name of Camp Operator (if different than owner): _____

Address _____

Telephone No: _____

Name of Health Care Consultant: _____

Address: _____

Telephone No: _____

Type of Camp: ☐ Day ☐ Residential

Hours of Operation: _____ Dates of Operation: _____

Check all that apply:

☐ Swimming Pool Pool Permit No: _____

☐ Bathing Beach

☐ Meals Provided Food Permit No: _____

CAMP DIRECTOR

Name: _____ Age: _____

Course work in camping administration: _____

Previous camp administration experience: _____

HEALTH CARE CONSULTANT

Name: _____

Type of medical license (must be a physician, nurse practitioner, or physician assistant with pediatric training)

MA License Number: _____

HEALTH SUPERVISOR

Name: _____ Age: _____

Type of Medical License, registration or training (see 105 CMR 430.159(C)):

AQUATICS DIRECTOR

Name: Age:

Lifeguard Certificate issued by: Exp. Date:

American Red Cross CPR Certificate: Exp. Date:

American First Aid Certificate: Exp. Date:

Previous aquatics supervisory experience:

FIREARMS INSTRUCTOR

Name: NRA Instructors Card (or equivalent):

Date certified: Exp. Date:

HORSEBACK RIDING INSTRUCTOR

Name: Lic. No:

Exp. Date:

STABLE

Location:

Licensed in accordance with MGL Ch. 111 § 155, 158: ☐ Yes ☐ No

In consideration of the license granted to the undersigned _____ (“Licensee”) by the Town of Mashpee permitting said Licensee to conduct a camp and/or other recreational activities (the “Program”) on premises of the Town, the sufficiency of which is hereby acknowledged, the undersigned agrees to indemnify and hold the Town of Mashpee, its officers, agencies, employees, volunteers and agents (hereafter, collectively referred to as the “Town”) harmless from and to remise, release and forever discharge the Town of all debts, demands, actions, causes of actions, suits, sums of money, accounts, reckonings, covenants, contracts, controversies, agreements, promises, damages, liabilities and any and all claims, demands and liabilities whatsoever of every name and nature, both in law and equity, which are brought, or may be brought, against the Town arising out of or related in any way to the negligent or tortious acts, omissions/failures to act of the Licensee, its employees, volunteers or agents; intending to hereby release and indemnify the Town from all claims, including, but not limited to, those for personal injury to the Licensee, its employees, volunteers or agents, or others or for property damage arising out of or relating to Licensee’s participation in the Program which have been made, could have been made, or may be made in the future by the Licensee, his/her representatives/assigns, or by any other third party.

Licensee

By: _____

Its: _____

Date: _____

Applicant Signature: _____

Title: _____ Date: _____

Attach the names, ages, applicable current certifications, and the anticipated role at the camp of all supervisory staff (see below). Use as many pages as necessary to complete this.

Supervisory Staff means those persons with the responsibility, authority and training to provide direct supervision to camper groups. This may include counselors, junior counselors, general activity leaders or other staff who provide supervision to campers without assistance.

See the next page for a list of documents that must be completed and submitted before your application for a license can be fully processed. You are strongly encouraged to complete these documents as soon as possible and submit them in advance. This will expedite the licensing process.

REQUIRED DOCUMENTS

See the MA Regulations for Minimum Standards for Recreational Camps for Children, State Sanitary Code, Chapter IV – 105 CMR 430.000 and the guidance documents issued by the Department of Public Health, Division of Community Sanitation for additional assistance with developing the following documents.

- Staff information forms (see attached)
- Procedures for the background review of staff (105 CMR 430.093)
- Copy of promotional literature (105 CMR 430.190 (C))
- Procedures for reporting suspected child abuse or neglect (105 CMR 430.093)
- Health care policy (105 CMR 430.159 (B))
- Discipline policy (105 CMR 430.191)
- Fire evacuation plan – approved by local fire department (105 CMR 430.210 (A))
- Disaster plan (105 CMR 430.210 (B))
- Lost camper plan (105 CMR 430.210 (C))
- Lost swimmer plan (105 CMR 430.210 (C))
- Traffic control plan (105 CMR 430.210(D))
- Day Camps – contingency plan (105 CMR 430.211)
- Primitive, Trip or Travel Camps – Written itinerary, including sources of emergency care and contingency plans (105 CMR 430.212)
- Current certificate of occupancy from local building inspector (105 CMR 430.451)
- Written statement of compliance from the local fire department (105 CMR 430 215)
- If applying for initial license after January 1, 2000 – lab analysis of private water supply (if applicable) (105 CMR 430.300, .303)

Please note: If you are applying for an original camp license, that is, the original comp license in each community where the camp is located, you must file a plan showing the following with the Board of Health at least ninety (90) days before your desired opening date (see MGL Ch. 140, § 32A):

- Buildings, structures, fixtures, and facilities
- Proposed source of water supply
- Works for disposal of sewage and waste water